



**RESIDENT CASE LOG SYSTEM  
GENERAL SURGERY**

**DATA ENTRY MANUAL**

**December 2003**

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## INTRODUCTION

The Resident Case Log System is an Internet-based data collection system utilizing CPT codes.

The system was designed to permit residents to enter procedures on a regular basis at their convenience. However, some programs may prefer to have residents report their procedures to one individual who will enter all procedures for all residents. Data may be entered from any PC connected to the World Wide Web.

The site is secured by an encryption certificate obtained through the Verisign Corporation.

## GETTING STARTED

The RRC office provides each program director with a "User ID" and "Password" to access the collection. The program enters program specific information such as residents, attending physicians, institutions, and users.

Access to the system is available through most commonly used Internet browsers and providers, such as Microsoft Internet Explorer 4.01, Netscape 4.0, AOL, and Prodigy. No special download is required.

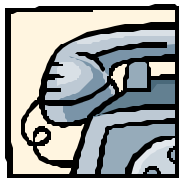


**TECHNICAL NOTE: "Cookies" are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Case Log System to work properly, your computer must be set up so that Cookies are *NOT* disabled. Contact your local technical support staff if your computer's default settings need to be changed.**

When running reports the system will ask you to download the "Crystal Smart Viewer." This is a Seagate Crystal Report application, which allows you to search and print reports. Please answer yes to the download.

## CONTACT US

As you use this application, please do not hesitate to contact the ACGME Help Desk (312/755-7464) when you have questions or suggestions. Additionally, you can contact us via e-mail at [oplog@acgme.org](mailto:oplog@acgme.org)



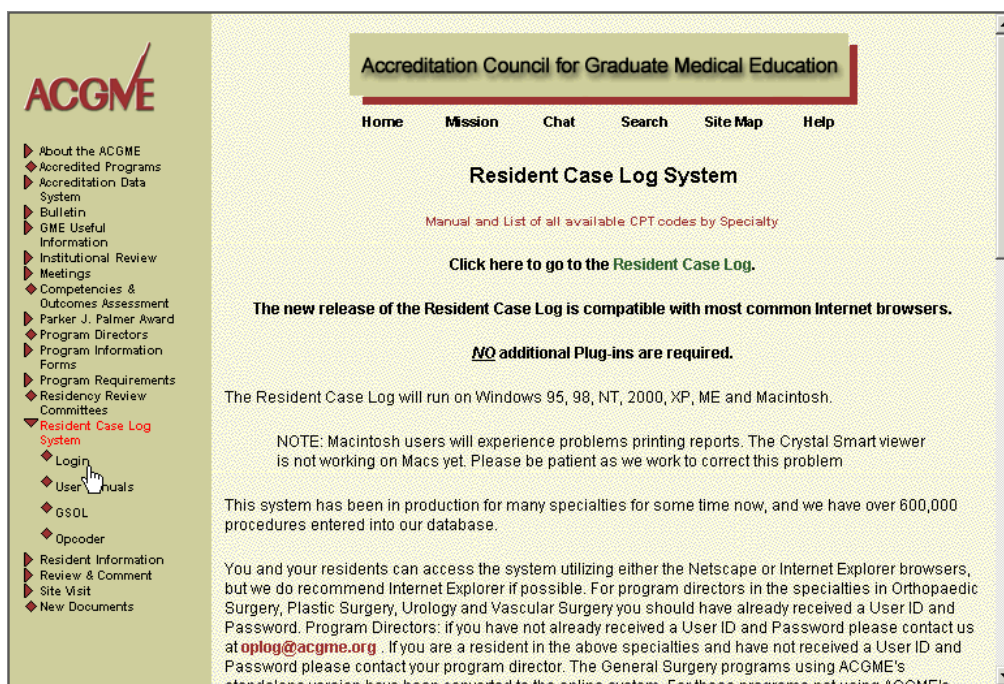
**312.755-7464**



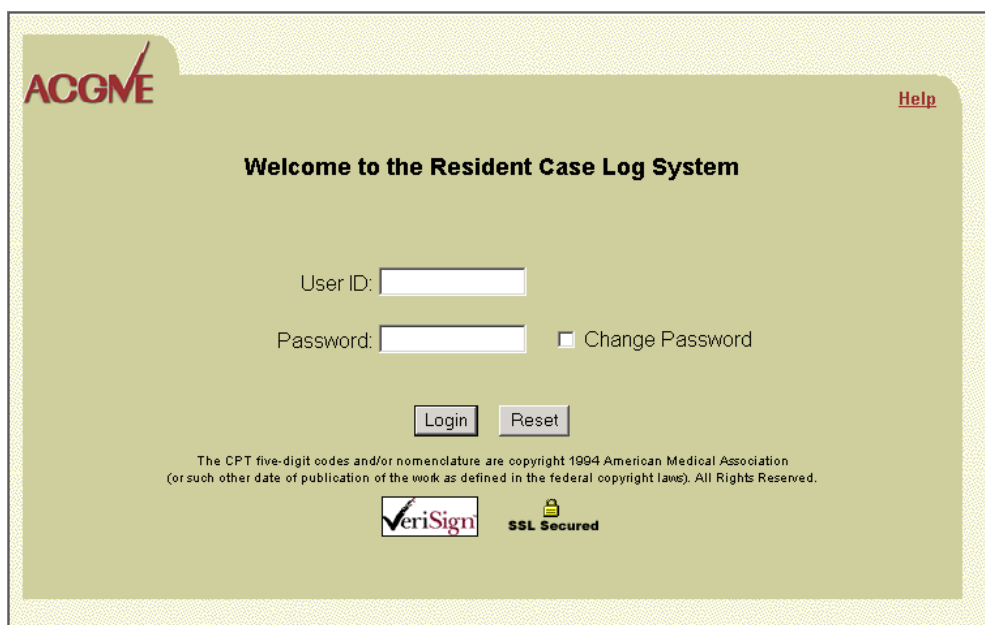
**[oplog@acgme.org](mailto:oplog@acgme.org)**

# LOGGING ON

Using your Internet-browser, go to the ACGME homepage at [www.acgme.org](http://www.acgme.org). Select “Resident Case Log System”.



The screenshot shows the ACGME homepage. The header includes the ACGME logo and navigation links: Home, Mission, Chat, Search, Site Map, and Help. The main content area is titled "Resident Case Log System" and includes a link to a manual and list of CPT codes by specialty. A prominent green link says "Click here to go to the Resident Case Log." Below this, it states that the new release is compatible with most common internet browsers and that no additional plug-ins are required. It lists supported operating systems: Windows 95, 98, NT, 2000, XP, ME, and Macintosh. A note mentions that Macintosh users may experience printing issues. The system has been in production for many specialties and has over 600,000 procedures entered. It also provides instructions for users, recommending Internet Explorer and providing contact information for program directors.

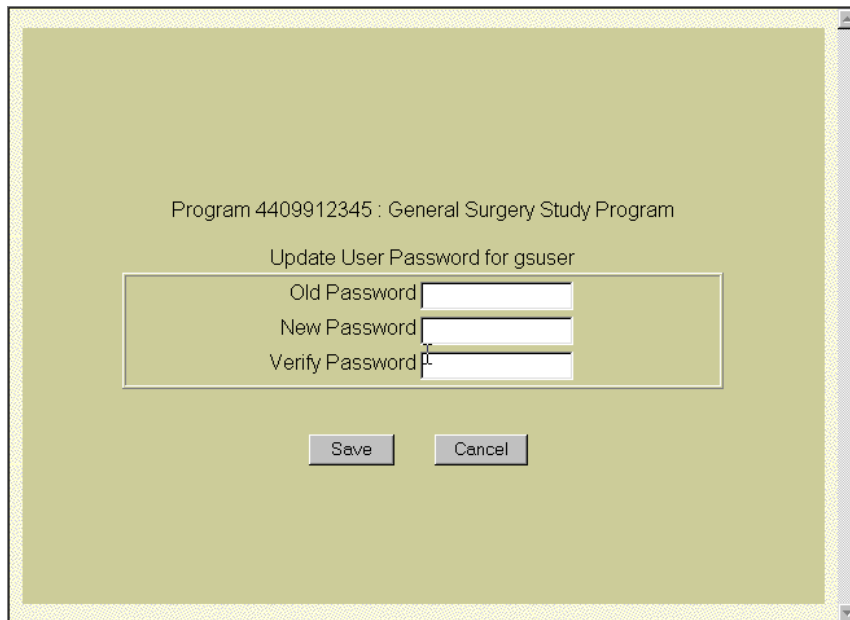


The screenshot shows the login page for the Resident Case Log System. It features the ACGME logo and a "Help" link. The main heading is "Welcome to the Resident Case Log System". Below this, there are input fields for "User ID:" and "Password:". A checkbox labeled "Change Password" is located next to the password field. There are "Login" and "Reset" buttons below the input fields. At the bottom, there is a copyright notice for the CPT codes and logos for VeriSign and SSL Secured.

Enter the User ID and Password (provided by your program's system coordinator) and click on the “Login” button. *If you want to change your password, click on the “Change Password” box **before** you log in.*

## **CHANGING YOUR PASSWORD**

Enter your User ID and Password, click on the “Change password” check box, and press the “Login” button. A new window will open to request your password and confirm the new one. **If you forget your password, your program’s system coordinator is the only person who can assign you a new one.** Enter the required data and press the save button. If you decide you don’t want to change the password press the Cancel button. You will still be logged on to the system.



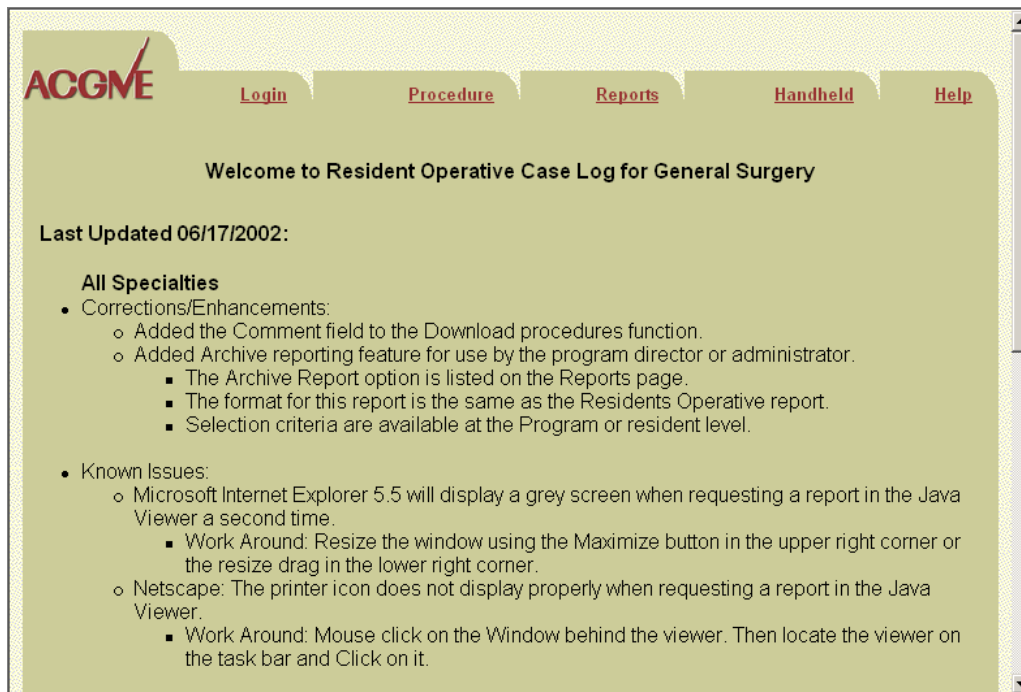
Program 4409912345 : General Surgery Study Program

Update User Password for gsuser

Old Password	<input type="text"/>
New Password	<input type="text"/>
Verify Password	<input type="text"/>

## WELCOME PAGE

The Welcome Page will be the starting point of any login. It will confirm that you are logged on and keep you abreast of changes or issues. It will also provide you with the necessary tabs to perform your entry.



## LIST OF OPTIONS

The Welcome Page has a group of tabs listed across the top of the Page.

1. **Login** will place you on the Login page and permit you to log onto the system. (At this point, however, you are already logged on.)
2. **Procedure** will allow you to add, edit, delete, and view procedures.
3. **Reports** allows you to view and print:
  - a. Resident Operative report lists total procedures by area and type, which can be filtered by date range, attending, and institution, etc;
  - b. Resident Full Detail report is an itemized, chronological list of all your entries, which also can be filtered by date range, attending, and institution, etc.; or
  - c. Resident Activity report lists the procedure date that was entered; or
  - d. Defined Category report shows total number of procedures performed in each defined category, which can also be filtered by date range, attending and institution, etc.; or
  - e. Critical Care Index Cases report shows a list of Critical Care procedures; or
  - f. Available CPT Codes which can be displayed either by CPT or by Area and Type. (These could be handy, timesaving reference guides, were you to print them out).
4. **Handheld** will allow you to download the handheld application once your program has activated this feature.
5. **Help** will provide you with an index of topics and information about the system.

# PROCEDURES

Click on the "Procedure" tab and the Procedure Menu will display. To add new procedures, click on "Add." To change, delete or view procedures, click on "Search/Update." To change and incorrect resident procedure year, click on "Update Procedure Year". To download all procedures click on "Download Procedures".



To add a new procedure, click on "Add".

When entering procedures, please keep the following in mind:

Under "Resident's Role" - "Surgeon Chief" or "Surgeon Junior" should be selected when you had the substantial responsibility during the procedure; "First Assistant" should be selected if you had a primarily assisting role with the attending as the surgeon; "Teaching Assistant" should be selected if you were the senior resident who assisted a junior resident who took the credit for the procedure as surgeon.

Under "Case ID" - This is a mandatory field. It enables you to search for specific procedures more easily.

## ADDING A NEW PROCEDURE

After you click on the **Add** link, the Procedure Entry page will display:

The screenshot shows the ACGME Procedure Entry form. At the top, there are navigation tabs: Login, Procedure (selected), Reports, Handheld, and Help. The form is titled "Procedure Entry". It contains several input fields and buttons. The "Resident" field is a dropdown menu with "Resident, General Surgery" selected. "Resident Year" is a text input with "3". "Attending" and "Institution" are dropdown menus with "< Please select a value >" selected. "Residents Role", "Rotations", and "Patient Type" are dropdown menus with "Adult" selected. "Proc Date" is a text input with "12/4/2003". "Case ID" is a text input. There is a checkbox for "Involved Trauma". "CPT Code" is a text input with "Select" and "Search" buttons. "Outcome" is a large text area. Below these are "Save", "Help", "Clear", and "Cancel" buttons. A section titled "Selected Procedures" has a "Credit" checkbox and a message: "No CPT Descriptions have been currently selected for display." Below this is a "Remove CPT" button. At the bottom, there are "Defined Categories", "Full CPT Desc", "Area", and "RRC Procedure" dropdown menus.

### Required Fields

- Resident:** Resident name is automatically entered based on your login.
- Attending:** Select the Attending Physician using the down arrow.
- Institution:** Select the Institution where the procedure was performed using the down arrow.
- Resident Year:** Enter your year of residency at the time of the procedure. The year will default to the year entered on the resident setup screen by your local system administrator.
- Resident Role:** Select Role using the down arrow. "Surgeon Chief" or "Surgeon Junior" should be selected when you had the substantial responsibility during the procedure; "First Assistant" should be selected if you had a primarily assisting role with the attending as the surgeon; "Teaching Assistant" should be selected if you were the senior resident who assisted a junior resident who took the credit for the procedure as surgeon.
- Rotation:** During which rotation was this procedure performed.
- Patient Type:** Indicate if the procedure was performed on an adult or pediatric patient. The RRC will use to determine if more procedures should count in the pediatric area.
- Procedure Date:** Enter Date including / or – to separate month/day/year. Format mm/dd/ccyy.
- CPT Code:** If you know the CPT code: Enter the CPT code and click on the "Select" button. If you don't know the CPT code: Click on the "Search" button.
- Case ID:** Case ID is a 20-character field that is required. It can be used to search for specific procedures or tracking patients. It is also used to avoid making duplicate entries or credit.

The involved trauma checkbox is used to indicate whether a procedure that, does not count in the trauma area, was performed on a trauma patient. The Residency Review Committee (RRC) will monitor these to determine if additional procedures should also count in the trauma area.

Outcome is an optional field added to list the outcome of the procedure, which will display in the Resident Full Detail Report and the Critical Care Index Report.

## Selecting a CPT code

If you know the appropriate CPT code(s), type the value, and click on the “Select” button. In the pictured example, CPT code 38745 was entered. If the CPT code is valid it will automatically be placed in the “Selected Procedures” list.

The screenshot shows the ACGME Procedure Entry form. At the top, there are navigation tabs: Login, Procedure (selected), Reports, Handheld, and Help. The form is titled "Procedure Entry" and contains several fields for patient and resident information. The "CPT Code" field is empty, with "Select" and "Search" buttons next to it. Below this is an "Outcome" text area. At the bottom of the form, there are "Save", "Help", "Clear", and "Cancel" buttons. A section titled "Selected Procedures 1" contains a list of procedures with a "Credit" checkbox. The procedure "38745 Axillary lymphadenectomy; complete" is selected and highlighted. Below this list is a "Remove CPT" button. Further down, there are fields for "Defined Categories" (Skin, Soft tissue and Breast), "Full CPT Desc" (Axillary lymphadenectomy; complete), "Area" (SKIN/SOFT TIS), and "RRC Procedure" (MAJ LYMPHADENECTOMIES).

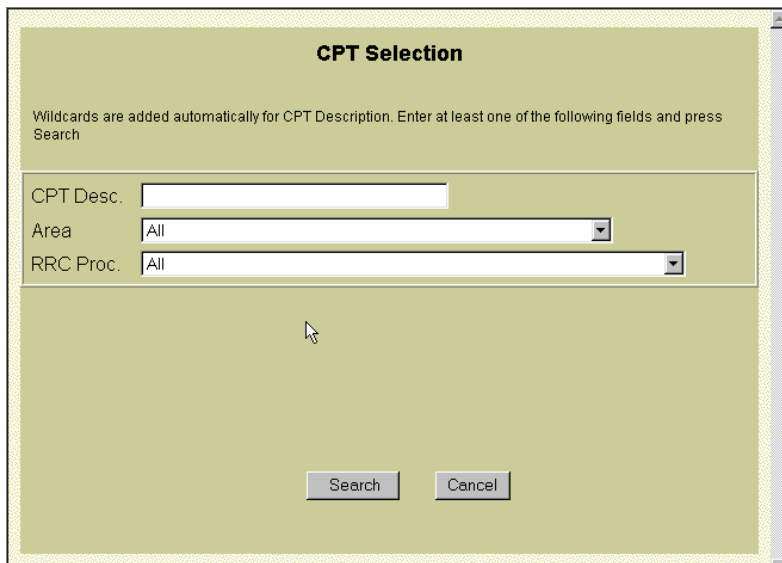
## Selected Procedure Field

The “Selected Procedures” field allows you to browse CPTs added to this entry. Use the mouse to point and click on a CPT code, and the selection is highlighted and expanded in the text fields below. To remove the highlighted procedure, click on the “Remove CPT” button. To remove all of them click on the “Clear” button.

This is a close-up view of the "Selected Procedures" section of the form. It shows the "Credit" checkbox checked and the procedure "38745 Axillary lymphadenectomy; complete" selected. Below the list is the "Remove CPT" button. The "Defined Categories" field shows "Skin, Soft tissue and Breast", and the "Full CPT Desc" field shows "Axillary lymphadenectomy; complete". At the bottom, the "Area" field shows "SKIN/SOFT TIS" and the "RRC Procedure" field shows "MAJ LYMPHADENECTOMIES". A mouse cursor is visible over the "RRC Procedure" dropdown arrow.

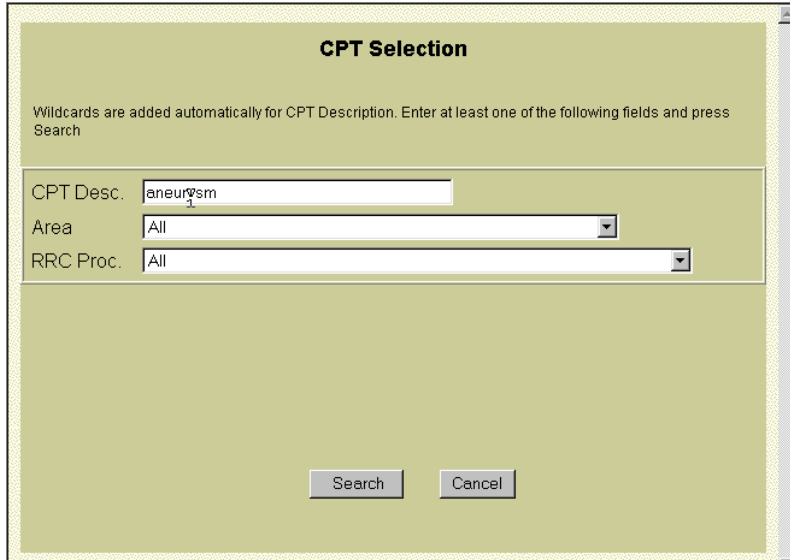
## Searching for a CPT Code

To search for a CPT, click on the “Search” button next to the CPT code field. The “CPT Selection” window will display:



The screenshot shows a window titled "CPT Selection" with a light green background. At the top, it says "Wildcards are added automatically for CPT Description. Enter at least one of the following fields and press Search". Below this are three input fields: "CPT Desc." (an empty text box), "Area" (a dropdown menu with "All" selected), and "RRC Proc." (a dropdown menu with "All" selected). At the bottom of the window are two buttons: "Search" and "Cancel".

CPT Selection allows the user to look for CPTs in multiple ways. A user can search for a specific phrase or word in the description, or select an area or type to view all CPT descriptions available. You may also select an anatomic area and/or procedure from the drop-down boxes. Below is an example of entering a word or phrase that exists in the description.



This screenshot is identical to the previous one, but the "CPT Desc." text box now contains the word "aneurysm". The "Area" and "RRC Proc." dropdown menus remain set to "All". The "Search" and "Cancel" buttons are still visible at the bottom.

When “aneurysm” is entered and the “Search” button is clicked, the results are displayed for all of the CPT descriptions containing the word “aneurysm” (see next page):

## Searching for a CPT Code (cont.)

**CPT Selection**

\* -indicates CPT is found in multiple area/types

CPT	
01444Anesthesia for procedures on arteries of knee and popliteal area; popliteal excision and graft or repair for occlusion or aneurysm	<a href="#">select</a>
01652Anesthesia for procedures on arteries of shoulder and axilla; axillary-brachial aneurysm	<a href="#">select</a>
35011Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm and associated occlusive disease, axillary-brachial artery, by arm incision	<a href="#">select</a>
35001Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm and associated occlusive disease, carotid, subclavian artery, by neck incision	<a href="#">select</a>
35081Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta	<a href="#">select</a>
35102Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving iliac vessels (common, hypogastric, exte	<a href="#">select</a>
35091Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving visceral vessels (mesenteric, celiac, re	<a href="#">select</a>
35141Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, common femoral artery (profunda femoris, superficial femoral)	<a href="#">select</a>
35121Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, hepatic, celiac, renal, or mesenteric artery	<a href="#">select</a>
35131Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, iliac artery (common, hypogastric, external)	<a href="#">select</a>
35021Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, innominate, subclavian artery, by thoracic incision	<a href="#">select</a>
35161Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, other arteries	<a href="#">select</a>
35151Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, popliteal artery	<a href="#">select</a>
35045Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, radial or ulnar artery	<a href="#">select</a>
35111Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, splenic artery	<a href="#">select</a>
35005Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, vertebral artery	<a href="#">select</a>

Click on the “select” link and the CPT code is returned to the procedure entry screen and entered in the “Selected Procedures” box.

## ADDING A NEW PROCEDURE (CONT.)

**NOTE:** You may enter more than one CPT code per procedure or patient; however you can only take credit for one CPT code.

Once all the CPT codes have been selected for a procedure, click on the one you would like to take for Credit, and then Click in the credit box. To save the entry, click on the Save button. Only one CPT code may be saved for credit.

The screenshot shows the 'Procedure Entry' form in the ACGME system. The form is divided into several sections. At the top, there are navigation tabs: Login, Procedure, Reports, Handheld, and Help. The main form area is titled 'Procedure Entry' and contains the following fields and controls:

- Resident:** Jones, Susan O. (dropdown)
- Attending:** Benton, Mark (dropdown)
- Institution:** Cook County Hospital (dropdown)
- Resident Year:** 1 (text input)
- Residents Role:** Surgeon Jr. (dropdown)
- Rotations:** General Surgery (dropdown)
- Patient Type:** Adult (dropdown)
- Proc Date:** 6/18/2002 (text input)
- Case ID:** 2345 (text input)
- Involved Trauma:**  (checkbox)
- CPT Code:** (text input) with 'Select' and 'Search' buttons.
- Outcome:** (text area)
- Buttons:** Save, Help, Clear, Cancel.

Below the main form area, there is a section for 'Selected Procedures 1'. It includes a 'Credit' checkbox (checked) and a list of selected CPT codes. The first entry is '\*38745 Axillary lymphadenectomy, complete'. Below this list is a 'Remove CPT' button. Further down, there are fields for 'Defined Categories' (Skin, Soft tissue and Breast), 'Full CPT Desc' (Axillary lymphadenectomy; complete), 'Area' (SKIN/SOFT TIS), and 'RRC Procedure' (MAJ LYMPHADENECTOMIES).

To assist with data entry, the attending, institution, year in program, credit role, procedure date, and patient type have remained pre-filled from the previous entry. Change these fields as needed. When finished entering all of your procedure data, to exit to the Procedure menu, click on the Cancel button.

## SEARCH/UPDATE A PROCEDURE

To edit, delete, or view a procedure's details, click on the "Search/Update" link on the "Procedure Menu" screen. The "Search Procedure" window will display. Enter any of the search criteria and press the Ok button. A list of all the procedures matching the search criteria is displayed.

**Search Procedures**

Program Id 4409912345

Institution All

Attending All

Resident All

Date Range [ ] to [ ]

Residents Role All

Patient Type All

Procedure Resident Year All

Resident Year All

Rotations All

Defined Category All

CPT Code

Area Description All

RRC Procedure All

records per page 12

OK CANCEL

### **Filters** (you may set the following filters)

- Institution:** A drop-down box will list all of the institutions that the program has entered.
- Attending:** A drop-down box will list all of the attendings entered by the program.
- Resident:** Defaults to you, the resident that is logged on.
- Date Range:** If you enter the beginning date only, the system will filter procedure data since and including that date. Likewise, if you enter the ending date only, the system will filter procedure data up to and including that date. Of course, entering both the beginning and ending dates yields all procedure data entered between the two dates, inclusively.
- Residents Role:** Select "All," "Surgeon Chief," "Surgeon Jr.," "First Assistant" or "Teaching Assistant" from the drop-down box.
- Patient Type:** Select "Adult" or "Pediatric" from the drop-down menu.
- Resident Year:** Select which year's data from the drop-down menu.
- Rotation:** Select which rotation from the drop-down menu.
- Defined Category:** Select the defined category from the drop-down menu.
- CPT Code:** Type the CPT Code to search for.
- Area Description:** Select the Area Description from the drop-down menu.
- RRC Procedure:** Select the Area Description from the drop-down menu.
- Records per Page:** How many procedures do you want to appear on one display page?  
*If you want all of the procedures to appear on one page, enter "9999."*

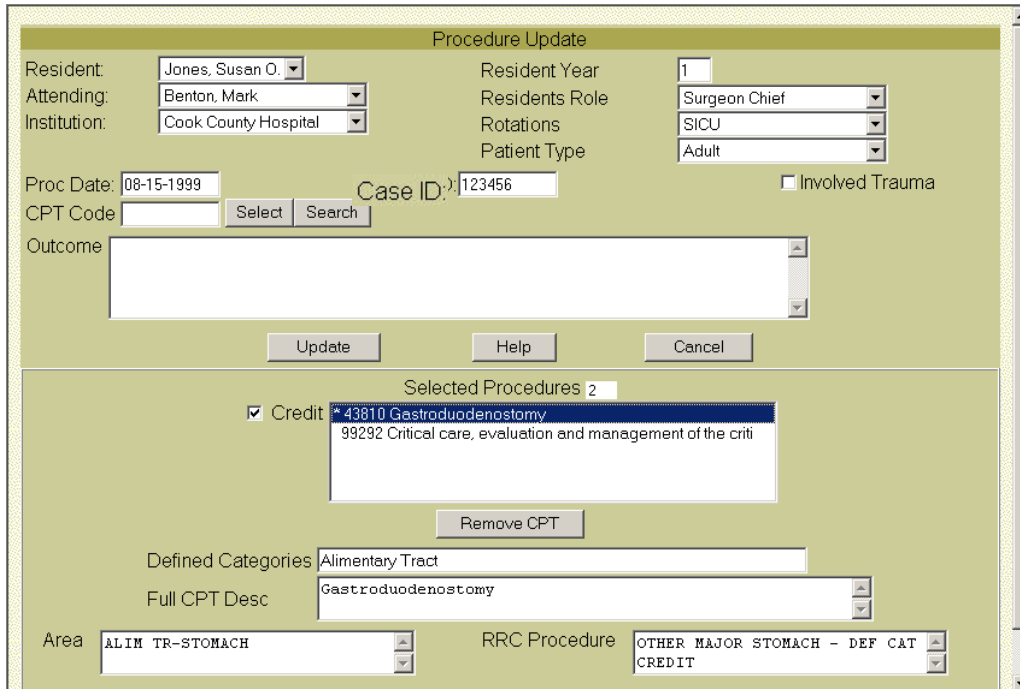
## Editing, Deleting, or Viewing a Procedure

Locate the procedure that you want to edit, delete, or view the details of, and click on the appropriate link. Either the "Procedure Edit," "Procedure View", or "Procedure Delete" screen will display.

Resident Name	Resident Year	Procedure Date	Role	Patient ID	Patient Type
Jones, Susan O.	1	08-15-1999	C(Surgeon Chief)	123456	Adult
<a href="#">edit / view / delete</a> Attending: Benton, Mark Institute: Cook County Hospital » *43810 Gastroduodenostomy					
Jones, Susan O.	1	01-01-2000	C(Surgeon Chief)	0000123	Adult
<a href="#">edit / view / delete</a> Attending: Benton, Mark Institute: Cook County Hospital » *35021 Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, innominate, subclavian artery, by thoracic incision					
Jones, Susan O.	1	04-16-2000	J(Surgeon Jr.)	54210	Pediatric
<a href="#">edit / view / delete</a> Attending: Thompson, John A. Institute: Cook County Hospital » *27280 Arthrodesis, sacroiliac joint (including obtaining graft) » 35301 Thromboendarterectomy, with or without patch graft, carotid, vertebral, subclavian, by neck incision					
Jones, Susan O.	1	06-13-2001	C(Surgeon Chief)	12345	Adult
<a href="#">edit / view / delete</a> Attending: Pierce, Hawkeye Institute: University Hospital » *47015 Laparotomy, with aspiration and/or injection of hepatic parasitic (eg, amoebic or echinococcal) cyst(s) or abscess(es)					
Jones, Susan O.	1	06-13-2001	C(Surgeon Chief)	123478	Adult
<a href="#">edit / view / delete</a> Attending: Pierce, Hawkeye Institute: University Hospital » *38564 Limited lymphadenectomy for staging (separate procedure); retroperitoneal (aortic and/or splenic)					
Jones, Susan O.	1	06-18-2001	F(First Assistant)	442801336	Adult
<a href="#">edit / view / delete</a> Attending: Thompson, John A. Institute: University Hospital » *01852 Anesthesia for procedures on veins of forearm, wrist, and hand; phleborrhaphy					
Jones, Susan O.	1	06-20-2001	C(Surgeon Chief)	12345	Adult

## Procedure Edit/Update Screen

To **edit**, make the necessary changes on the screen. To add a new CPT code, type the new desired code in the CPT code box and press the “Select” button. See page 9 for **Selecting a CPT Code** to search for an unknown CPT code to add to the procedure list. Select only one code for credit. To choose a different CPT code for credit, click on the CPT code with the asterisk next to it and unclick the credit box. When you click on the “Update” button, all changes will be saved and you will be returned to the result list.



Procedure Update

Resident: Jones, Susan O. Resident Year: 1  
Attending: Benton, Mark Residents Role: Surgeon Chief  
Institution: Cook County Hospital Rotations: SICU Patient Type: Adult

Proc Date: 08-15-1999 Case ID: 123456  Involved Trauma

CPT Code: [ ] Select Search

Outcome: [ ]

Update Help Cancel

Selected Procedures 2

Credit \* 43810 Gastroduodenostomy  
99292 Critical care, evaluation and management of the criti

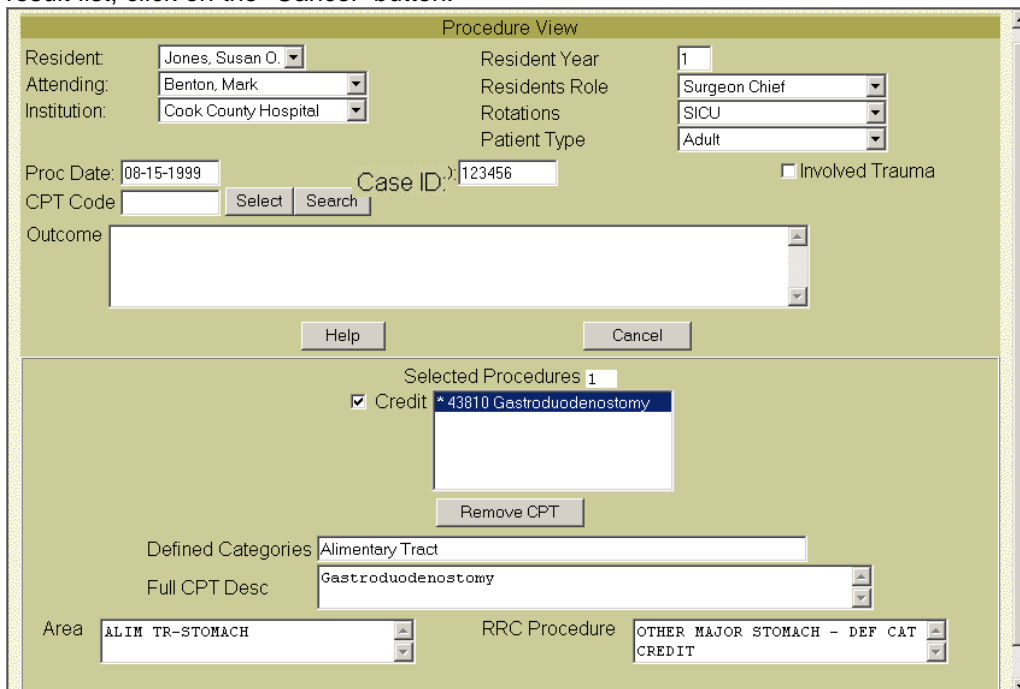
Remove CPT

Defined Categories: Alimentary Tract  
Full CPT Desc: Gastroduodenostomy

Area: ALIM TR-STOMACH RRC Procedure: OTHER MAJOR STOMACH - DEF CAT CREDIT

## Procedure View Screen

When you **view** the details regarding a procedure, you will not be able to make changes. To return to the result list, click on the “Cancel” button.



Procedure View

Resident: Jones, Susan O. Resident Year: 1  
Attending: Benton, Mark Residents Role: Surgeon Chief  
Institution: Cook County Hospital Rotations: SICU Patient Type: Adult

Proc Date: 08-15-1999 Case ID: 123456  Involved Trauma

CPT Code: [ ] Select Search

Outcome: [ ]

Help Cancel

Selected Procedures 1

Credit \* 43810 Gastroduodenostomy

Remove CPT

Defined Categories: Alimentary Tract  
Full CPT Desc: Gastroduodenostomy

Area: ALIM TR-STOMACH RRC Procedure: OTHER MAJOR STOMACH - DEF CAT CREDIT

## Procedure Delete Screen

To **delete** a procedure, click on the “Delete” button. Click on the “Cancel” button to return to the result list.

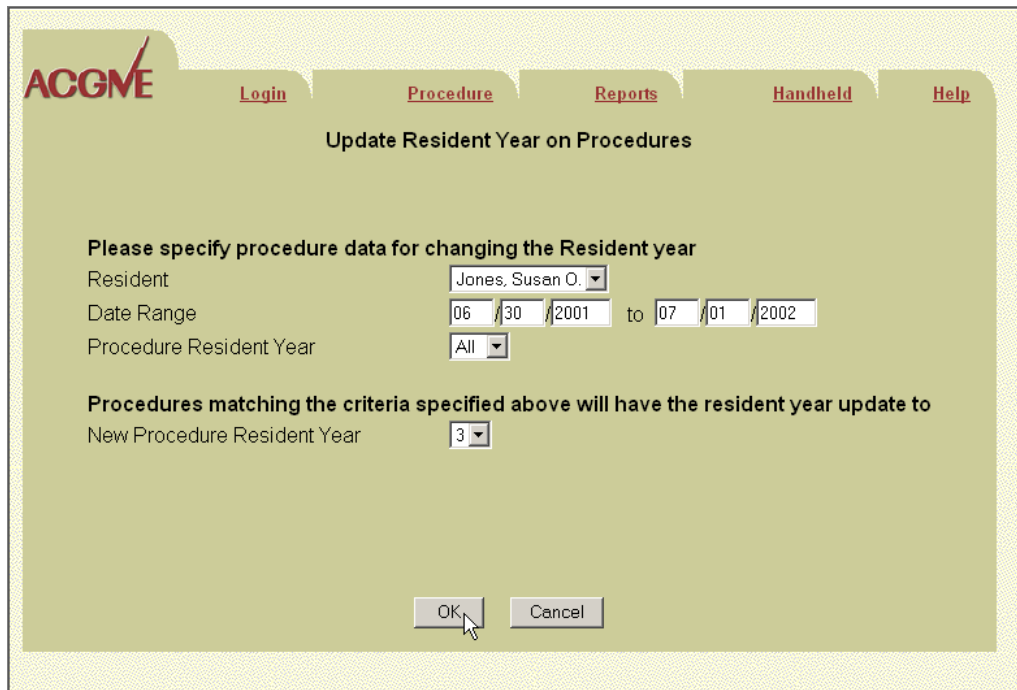
The screenshot shows a web-based interface for deleting a procedure. The form is titled "Procedure Delete" and contains several sections:

- Resident Information:** Resident (Jones, Susan O.), Resident Year (1), Attending (Benton, Mark), Residents Role (Surgeon Chief), Institution (Cook County Hospital), Rotations (SICU), Patient Type (Adult).
- Procedure Details:** Proc Date (08-15-1999), Case ID (123456), CPT Code (empty), Outcome (empty), and a checkbox for "Involved Trauma".
- Selected Procedures:** A list showing "Credit \* 43810 Gastroduodenostomy" with a "Remove CPT" button below it.
- Defined Categories:** Alimentary Tract.
- Full CPT Desc:** Gastroduodenostomy.
- Area:** ALIM TR-STOMACH.
- RRC Procedure:** OTHER MAJOR STOMACH - DEF CAT CREDIT.

Buttons for "Delete", "Help", and "Cancel" are located below the Outcome field.

## UPDATE PROCEDURE YEAR

The update procedure year enables a program to quickly change the resident year in program for a large number of procedures. The resident year may be incorrect from converting the data from the old system or if the data originated in another system and was uploaded into the internet system. This feature also allows you to change a resident's year in program for past entries if the resident year was not updated in the program setup section.



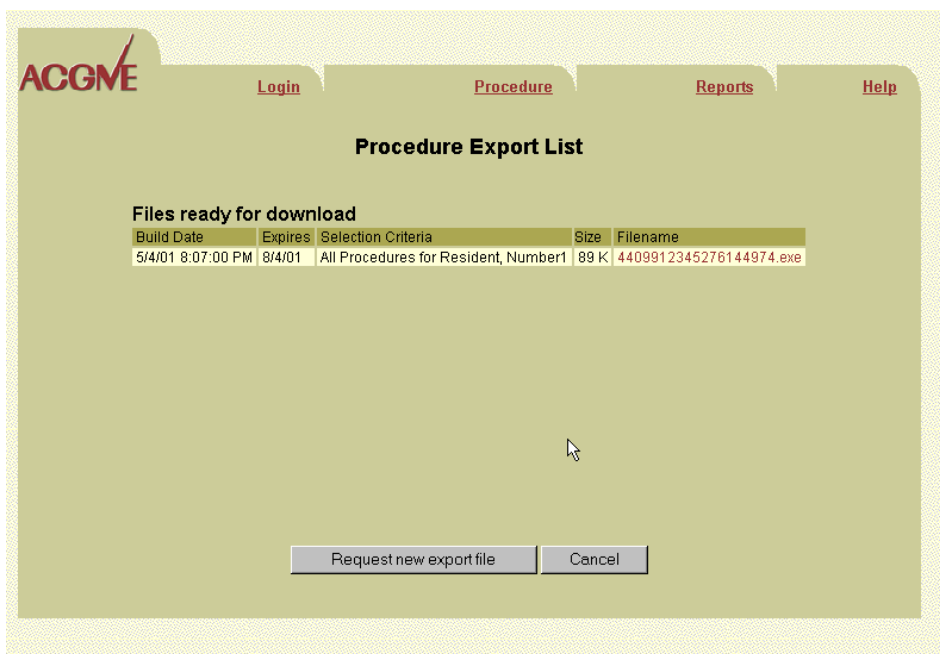
The screenshot shows a web application interface with a navigation bar at the top containing 'ACGME', 'Login', 'Procedure', 'Reports', 'Handheld', and 'Help'. The main heading is 'Update Resident Year on Procedures'. Below this, a section titled 'Please specify procedure data for changing the Resident year' contains the following fields: 'Resident' (a dropdown menu showing 'Jones, Susan O.'), 'Date Range' (two date pickers showing '06/30/2001' and '07/01/2002'), and 'Procedure Resident Year' (a dropdown menu showing 'All'). A second section titled 'Procedures matching the criteria specified above will have the resident year update to' contains a 'New Procedure Resident Year' dropdown menu showing the value '3'. At the bottom of the form are 'OK' and 'Cancel' buttons.

To update the resident year, first select the resident whose data needs to be updated. Then, specify the appropriate date range. In this example, the entire academic year (06/30/2001 through 07/01/2002) was selected. Next, choose which year is currently entered for the incorrect procedures and needs to be changed (selecting all will cause every procedure for that resident to be updated to the new value). Finally, choose the correct year to update the procedures with. After you click "OK," you will receive a message indicating how many procedures were updated.

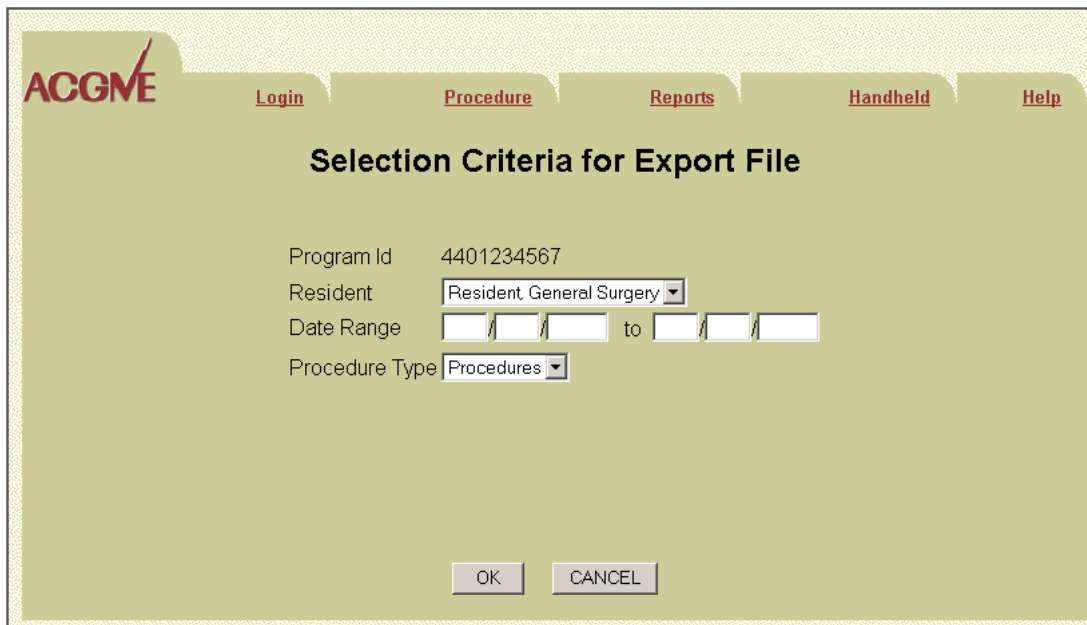


## DOWNLOADING PROCEDURES

The Download Procedure section is used to generate an electronic text file of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded.



To generate the file for exporting, click on the “Request new export file” button. You can export the data for an individual resident, as well as a particular date range. If you leave the fields blank, a listing of all procedures will be generated. If logged in as a resident, only procedures for that resident can be exported.



## DOWNLOADING PROCEDURES (CONT.)

The screenshot shows the ACGME web interface. At the top, there are navigation tabs for Login, Procedure, Reports, and Help. The main heading is "Procedure Export List". Below this, there are two sections:

**Files ready for download**

Build Date	Expires	Selection Criteria	Size	Filename
5/4/01 8:07:00 PM	8/4/01	All Procedures for Resident, Number1	89 K	<a href="#">4409912345276144974.exe</a>

**Files waiting for processing**

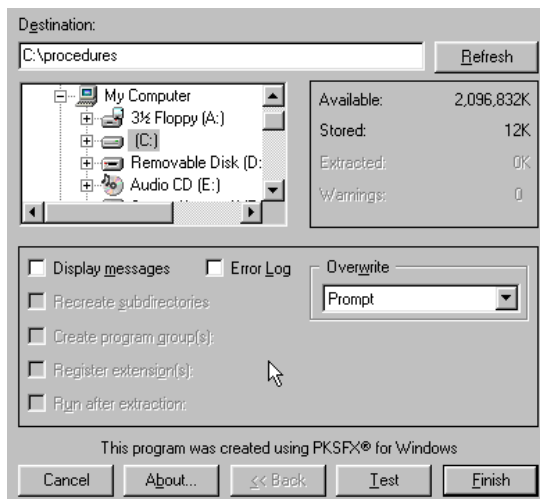
Request Date	Selection Criteria	Status
5/11/01 9:32:00 AM	All Procedures for Resident, Number1	<a href="#">Cancel Request</a>

At the bottom of the interface, there are two buttons: "Request new export file" and "Cancel".

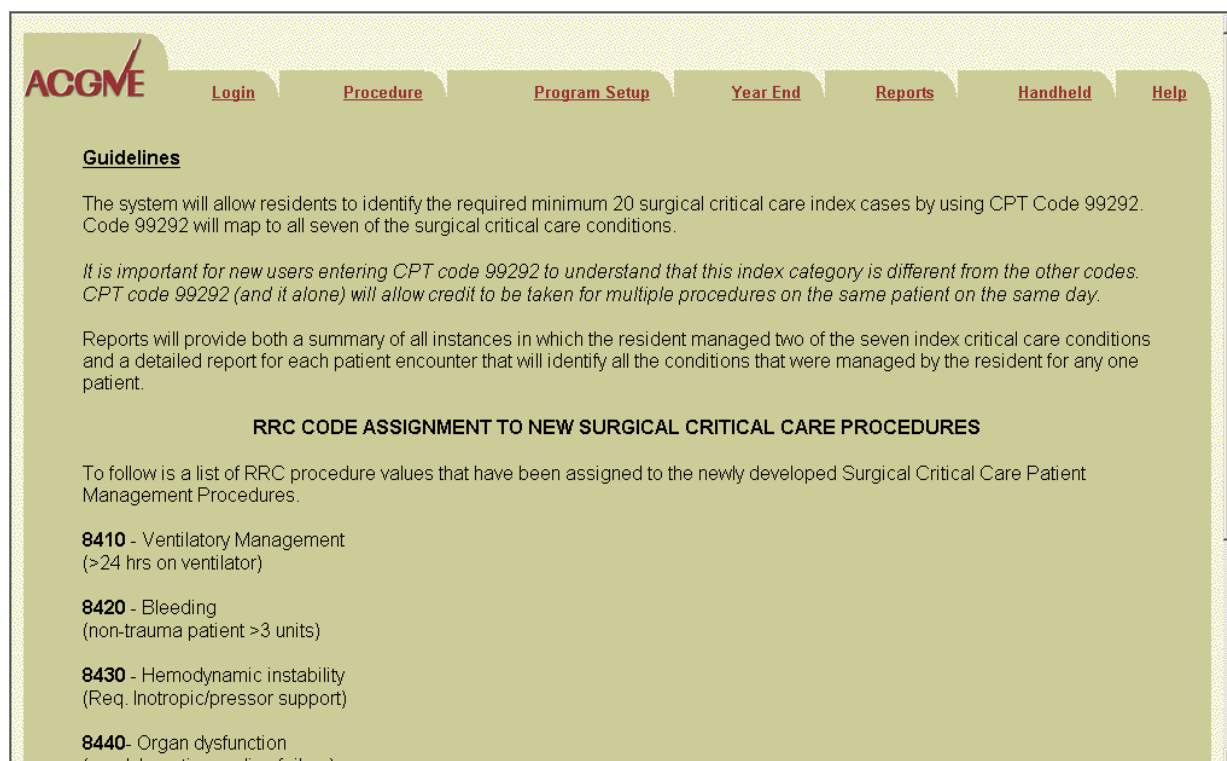
In the example above, a file of procedures performed by Resident Number1 will be generated. The export requests are processed four times daily at 2:00 a.m., 8:00 a.m., 12:30 p.m., and 5:00 p.m. Central time. Once the file has been exported you will need to download it to your computer. Click on the "Cancel Request" link under Status prior the download time.

To download the file to your computer, click on the filename link. A message box will open allowing you to select "open this file under current location" or "save this file to disk". Select "save this file to disk," and specify where you want to save the file on your computer.

The downloaded file is a self-extracting zip file named 'procedures'. Simply double-click on it and a window will pop up. Specify in which directory you want to put the data (it defaults to c:\procedures), and click finish. This will extract the file (the first ten characters of the name will be the program id). The resulting text file is tab-delimited with field names on the first row. It can be imported into Excel, Access, FoxPro, etc.



## CRITICAL CARE GUIDELINES



**ACGME** [Login](#) [Procedure](#) [Program Setup](#) [Year End](#) [Reports](#) [Handheld](#) [Help](#)

**Guidelines**

The system will allow residents to identify the required minimum 20 surgical critical care index cases by using CPT Code 99292. Code 99292 will map to all seven of the surgical critical care conditions.

*It is important for new users entering CPT code 99292 to understand that this index category is different from the other codes. CPT code 99292 (and it alone) will allow credit to be taken for multiple procedures on the same patient on the same day.*

Reports will provide both a summary of all instances in which the resident managed two of the seven index critical care conditions and a detailed report for each patient encounter that will identify all the conditions that were managed by the resident for any one patient.

**RRC CODE ASSIGNMENT TO NEW SURGICAL CRITICAL CARE PROCEDURES**

To follow is a list of RRC procedure values that have been assigned to the newly developed Surgical Critical Care Patient Management Procedures.

**8410** - Ventilatory Management  
(>24 hrs on ventilator)

**8420** - Bleeding  
(non-trauma patient >3 units)

**8430** - Hemodynamic instability  
(Req. Inotropic/pressor support)

**8440** - Organ dysfunction  
(renal, hepatic, cardiac failure)

### **Guidelines**

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### **RRC Code Assignment to New Surgical Critical Care Procedures**

To follow is a list of RRC procedure values that have been assigned to the newly developed Surgical Critical Care Patient Management Procedures.

8410 - Ventilatory Management (>24 hrs on ventilator)

8420 - Bleeding (non-trauma patient >3 units)

8430 - Hemodynamic instability (Req. Inotropic/pressor support)

8440 - Organ dysfunction (renal, hepatic, cardiac failure)

8450 - Dysrhythmias (requiring drug management)

8460 - Invasive line management/monitoring (Swan-Ganz, catheter, arterial lines, etc)

8470 - Parenteral/enteral nutrition

## REPORTS

System reports are written in Crystal Report Writer and viewed with a smart viewer that allows you to search and navigate through groupings while viewing the report. Occasionally, printing reports can be problematic. For example, at times the Netscape browser increases the font size by approximately 50%. The reports do print consistently better on the latest printers which use the Print Control Language 6 (PCL6) drivers.

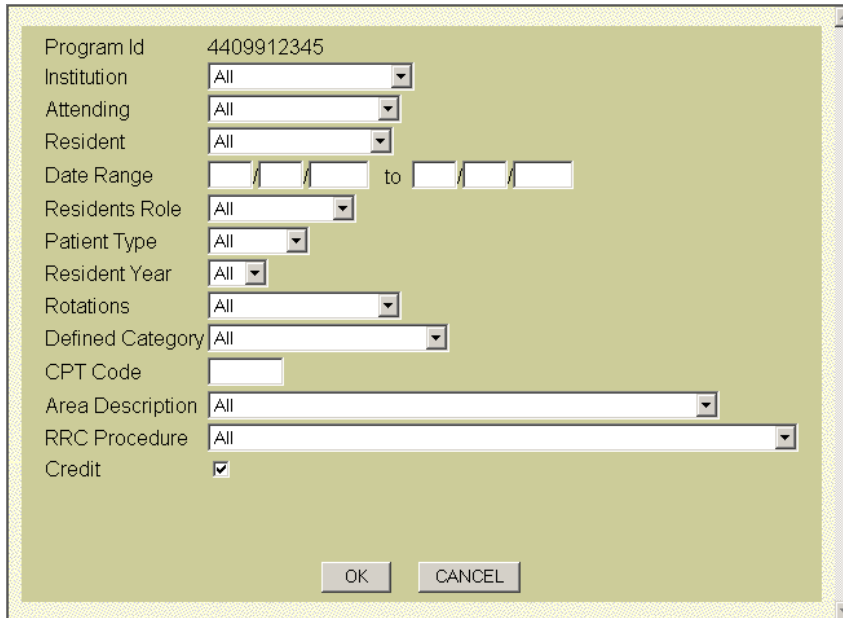
Currently there are three resident experience reports. The "Resident Operative" report is designed for submission to the Residency Review Committee and the American Board of Surgery (ABS). The "Resident Full Detail" report is similar to the Procedure Search Results list, which is a detailed listing of procedures entered. The "Resident Activity" report tracks the last time a procedure was entered. The "Defined Category" report shows the total number of procedures performed in each category. The "Critical Care Index Cases" report shows a list of Critical Care procedures performed. The other two reports are listings of all valid CPT codes.



**There are two view reports: the Java Viewer and the HTML Viewer. These options are listed at the bottom of the report tab. When using the Java Viewer in Netscape you may see unpredictable results, If the Java Viewer is not working right for you, try the HTML Viewer. However, the HTML viewer will only print the current page you are viewing.**

## REPORTS (cont.)

Select the report you want by clicking on the appropriate link. The selection criteria page displays.



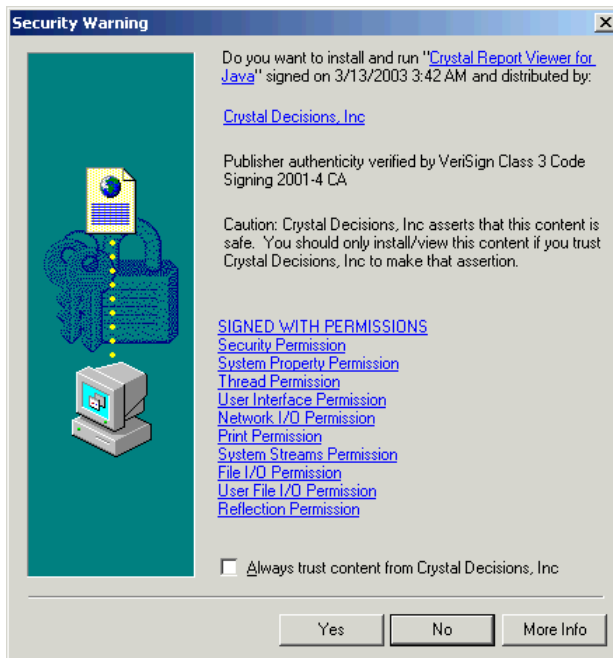
A screenshot of a report selection criteria dialog box. The dialog has a light green background and a white border. It contains the following fields and controls:

- Program Id: 4409912345
- Institution: All (dropdown)
- Attending: All (dropdown)
- Resident: All (dropdown)
- Date Range: [ ]/[ ]/[ ] to [ ]/[ ]/[ ]
- Residents Role: All (dropdown)
- Patient Type: All (dropdown)
- Resident Year: All (dropdown)
- Rotations: All (dropdown)
- Defined Category: All (dropdown)
- CPT Code: [ ]
- Area Description: All (dropdown)
- RRC Procedure: All (dropdown)
- Credit:

At the bottom of the dialog are two buttons: "OK" and "CANCEL".

Use the selection box to filter data presented on reports and click the OK button to generate the report.

A new window will open displaying the report. The first time you run a report, the ACGME sends a Java applet called Crystal Report Viewer for Java. You will see a security warning asking if you want to install and run the viewer. Click the Yes button see the report (if you press the No button you will see the report but will not be able to print it in its proper format).



The report will display in a new window that will provide you with special functions described below.

## RESIDENT OPERATIVE REPORT

Close

1 of 1+
100%

**Resident Operative Experience Report**

Program ID: 4409912345 Program Name: General Surgery Study Program  
Susan O. Jones

	SC	SJ	TA	FA
<b>SKIN/SOFT TIS</b>				
MAJ LYMPHADENECTOMIES				1
MAJ EXC & REP/GRAFT FOR SKIN NEOPLASM			1	
SENTINEL LYMPH NODE BIOPSY FOR MELANOMA	1			
RAD EXCIS SOFT TIS TUMOR				2
OTHER MAJOR SKIN/SOFT TIS - DEF CAT CREDIT				
OTHER MAJOR SKIN/SOFT TIS				
<b>Total SKIN/SOFT TIS</b>	1		1	3
<b>HEAD/NECK</b>				
RESECT LESION-LIPS				
RESECT LESION-TONGUE				
RESECT LESION-FLOOR MOUTH/BUCCAL MUC				
PAROTIDECTOMY				

Print report

## RESIDENT FULL DETAIL REPORT

Close

1 of 1+
100%

Preview

- John Smith
- John W. Smith
- Marcus Welby
- Susan O. Jones

**General Surgery Resident Record Report**

Program ID: 4409912345 Program Name: General Surgery Study Program  
For All Attendings at All Institutes  
All Residents  
For All Resident Years For All Roles For All Patients For All Rotations For All Defined Categories  
For All CPTs in All Areas and All RRC Procedures  
As Of 6/18/2002

<b>Resident Name: John Smith</b>		<b>Current Year: 5</b>	
Procedure Date: 7/10/2000	Resident Year: 2	Resident Role: Chief Surgeon	Patient Id: 0552064
Attending: Ann Filter			Patient Type: Adult
Institution: INST1			
<b>Area</b>	<b>RRC Procedure</b>	<b>CPT</b>	
OPHTHALMOLOGY (NOT FOR MAJOR C	OPHTHALMOLOGY	67800	
Procedure Date: 7/25/2000		Resident Year: 2	
Attending: Bill Dacry		Resident Role: Chief Surgeon	
Institution: INST2		Patient Id: 0557204	
		Patient Type: Adult	

Print report

## RESIDENT ACTIVITY REPORT

Close

1 of 1

100%

Preview

Active

### Resident Activity Report

**Program ID: 4409912345 Program Name: General Surgery Study Program**  
**For All Attendings at All Institutes**  
**All Residents**  
**For All Resident Years For All Patients For All Rotations For All Defined Categories**  
**For All CPTs in All Areas and All RRC Procedures**  
**As Of 6/18/2002**

Resident Name	Current Year	Cases	CPT Codes	Last Procedure Date
Jones, Susan O.	1 Active	95	136	5/24/2002
Smith, John	5 Active	32	35	5/29/2002
Smith, John W.	1 Active	14	14	6/10/2002
Welby, Marcus	3 Active	3	3	5/16/2002

Print report

## DEFINED CATEGORY REPORT

Close

1 of 1

Page Width

Preview

### PROGRAM AVERAGE AND TOTALS FOR EACH RESIDENT OF PROCEDURES IN DEFINED CATEGORIES

**Program ID: 4409912345 Program Name: General Surgery Study Program**  
**For All Attendings at All Institutes**  
**All Residents - All Resident Years**  
**All Reporting Years**  
**As Of 6/18/2002**

	HRAB 05	HRF 24	AL TK 72	AB 06	LV 4	MAR 3	VASC 44	ADRENIC 0	REN 8	TRAB 16	TROR 15	RED 20	HA 5	LALS 54	RELIGY 20	LALC 0	TIL M 500	TIL Chw 150	TIL / TA
Jones, Susan O	2	1	9	16	4	0	1	0	1	6	4	2	2	2	2	5	59	34	5
Smith, John	1	1	2	2	0	0	0	0	1	2	0	0	0	1	0	1	10	5	2
Smith, John W	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0
Welby, Marcus	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	2	2	0

In order to print this report correctly, you must go to the printer Properties and change the page orientation to Landscape.

**CRITICAL CARE INDEX REPORT**

Close

1 of 1+
Page Width

Preview

Jones Susan O.  
Smith John

**Critical Care Index Cases (CCIC)**  
 Program ID: 4409912345 Program Name: General Surgery Study Program  
 For All Attending at All Institutions  
 Jones Susan O.  
 For All Resident Years For All Roles For All Patients For All Rotations  
 For CPT: 99292 in SURGICAL CRITICAL CARE PATIENT MANAGEMENT area and All RRC Procedures  
 As Of 6/18/2002

Procedure Date	Institution	Ventilatory management	Endotracheal intubation (non-emergent) > 20 min	Hemodynamic Instability (resuscitative procedure not supported)	Organ Dysfunction	Electrolyte (drug management)	Invasive line management/monitoring	Isotonic IV fluid administration	Outcome
10/5/2001 123	Cook County Hospital	1	1	0	0	0	0	0	
11/7/2001 12399	University Hospital	1	1	0	0	0	0	0	
1/8/2002 122	Cook County Hospital	1	1	0	0	0	0	0	
3/4/2002 1234	University Hospital	1	0	0	0	0	0	0	
5/20/2002 123454	Cook County Hospital	1	0	0	0	0	0	0	
5/8/2002 122222	University Hospital	0	0	0	0	1	1	0	
5/13/2002 22	Cook County Hospital								

**AVAILABLE CPT CODES REPORTS**

You can view and print all available CPT Codes, sorted either numerically or by area and type, from the "Reports Menu" screen. Printing them may save you time in the long run, as searching through a printed document often takes less time than searching a computer's database.

## Available CPT Codes by CPT Report

Preview

1 of 1+

AVAILABLE CPT CODES

CPT Code	CPT Description
10040	Acne surgery (eg, marsupialization, opening or removal of multiple milia, comedones, cysts, pustules)
10060	Incision and drainage of abscess (eg, carbuncle, suppurative hidradenitis, cutaneous or subcutaneous abscess, cyst, furuncle, or paronychia); simple or single
10061	Incision and drainage of abscess (eg, carbuncle, suppurative hidradenitis, cutaneous or subcutaneous abscess, cyst, furuncle, or paronychia); complicated or multiple
10080	Incision and drainage of pilonidal cyst; simple
10081	Incision and drainage of pilonidal cyst; complicated
10120	Incision and removal of foreign body, subcutaneous tissues; simple
10121	Incision and removal of foreign body, subcutaneous tissues; complicated
10140	Incision and drainage of hematoma, seroma or fluid collection
10160	Puncture aspiration of abscess, hematoma, bulla, or cyst
10180	Incision and drainage, complex, postoperative wound infection
11000	Debridement of extensive eczematous or infected skin; up to 10% of body surface
11001	Debridement of extensive eczematous or infected skin; each additional 10% of the body surface

## Available CPT Codes by Area and Type Report

Preview

1 of 1+

AVAILABLE CPTCODES BY AREA AND TYPE

**SKIN/SOFT TIS**

**1010 MAJ LYMPHADENECTOMIES**

CPT Code	Defined Ctg	CPT Description
38740	SS&B	Axillary lymphadenectomy, superficial
38745	SS&B	Axillary lymphadenectomy, complete
38746	SS&B	Thoracic lymphadenectomy, regional, including mediastinal and peritracheal nodes (List separately in addition to code for primary procedure)
38760	SS&B	Inguinofemoral lymphadenectomy, superficial, including Cloquets node (separate procedure)
38765	SS&B	Inguinofemoral lymphadenectomy, superficial, in continuity with pelvic lymphadenectomy, including external iliac, hypogastric, and obturator nodes (separate procedure)

**1020 MAJ EXC & REP/GRAFT FOR SKIN NEOPLASM**

CPT Code	Defined Ctg	CPT Description
11430	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, axillary; with simple or intermediate repair
11451	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, axillary; with complex repair
11462	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, inguinal; with simple or intermediate repair
11463	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, inguinal; with complex repair
11470	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, perianal, perineal, or umbilical; with simple or intermediate repair
11471	SS&B	Excision of skin and subcutaneous tissue for hidradenitis, perianal, perineal, or umbilical; with complex

SKIN/SOFT TIS  
HEAD/NECK  
BREAST  
ALIM TR-ESOPHA  
ALIM TR-STOMAC  
ALIM TR-SMALL I  
ALIM TR-LARGE I  
ALIM TR-ANO-RE  
ABDOMEN-GENE  
ABDOMEN-LIVER  
ABDOMEN-BILIAF  
ABDOMEN-PANCI  
ABDOMEN-SPLEE  
ABDOMEN-HERN  
VASC-ANEURYSM  
VASC-CEREBROV  
VASC-PERIPH OB  
VASC-ABDOMINA  
VASC-UPPER EX  
VASC-EXTRA-AN  
VASC-VENOUS  
VASC-ENDOVASC  
VASC-MISCELLAN  
VASC-VASC ACCE  
VASC-AMPUTATI  
ENDOCRINE  
HAND  
THORACIC  
PEDIATRIC  
GENITO-URINARY  
GYNECOLOGY